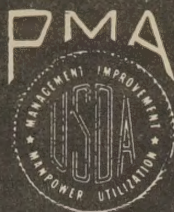


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# Management Improvement BULLETIN

No. 5

Washington 25, D. C.

September 15, 1949

**SUPERIOR ACCOMPLISHMENT PAY INCREASES** - Standards and procedures for making such pay increases are set forth in PMA Instruction 104.5, which states, "It is the responsibility of all supervisory personnel in Washington and the field to familiarize themselves with the requisites for Superior Accomplishment Awards, in order that they will recognize employee performance which should be reported, and to report promptly all instances of outstanding service by employees under their jurisdiction." SUPERVISORS TAKE NOTE, PLEASE!

**PMA EMPLOYEES WIN SUPERIOR ACCOMPLISHMENT PAY INCREASES** - Through December 31, 1948, fifteen PMA employees were awarded Superior Accomplishment Pay Increases. From January 1 to May 1, 1949, pay increases were awarded to the following:

**HOWARD J. SIMONS, ORGANIZATION AND MANAGEMENT DIVISION, WASHINGTON, D. C.** - For unusual initiative and outstanding leadership and capability in directing and conducting organization and management surveys of broad scope, extensive application and great complexity which resulted in substantial improvements in program operations of the PMA.

**DOROTHY G. GATCHELL, FRUIT AND VEGETABLE BRANCH, WASHINGTON, D. C.** - For initiating the adoption of the use of plaster of paris stencils for the preparation of scar patterns on plaster models of fruits and vegetables used in standardization operations. Considerable time and money has been saved in this operation. She has also developed a color key scale. This device is being utilized to interpret the designations of scar color described in U. S. Standards for Grapefruit (California & Arizona) and will be applied as a means of color interpretation for many other products for which the actual model process has been considered too difficult or too costly.

**DONALD G. ELSBERRY AND RONALD E. HERREN, FISCAL BRANCH, WASHINGTON, D. C.** - For their unusual initiative, skill, ingenuity, and leadership in jointly devising specialized operating methods and techniques for centralized program accounting operations under major activities of the PMA which have resulted in estimated savings of some \$35,000 per year in money, and reducing personnel requirements by ten positions.

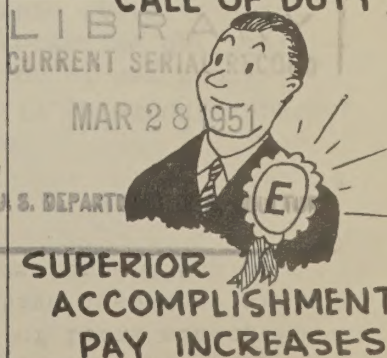
**MARDEN D. KIMBALL, ADMINISTRATIVE SERVICES DIVISION, AND JOHN J. WNUCZEK, FISCAL BRANCH, WASHINGTON, D. C.** - For unusual skill and initiative in developing and installing procedures and methods for the control of CCC property resulting in important savings in accounting for and in auditing of property records.

**ANDREW SHOTICK, LIVESTOCK BRANCH, WASHINGTON, D.C.** - For an exemplary record of accomplishment in making the meat grading service in Washington area self-supporting. With a minimum of supervision and assistance he restored acceptance of and confidence in the grading service and has won praise from wholesalers and others for his genial, courteous, and tactful approach. His devotion to his work, and just application of standards to the grading process have placed the meat grading service on a high plane of excellence in the Washington area.

(Continued on other side)

INFORMATION FOR ALL EMPLOYEES -- PLEASE POST

FOR PERFORMANCE  
BEYOND THE  
CALL OF DUTY!



SUPERIOR  
ACCOMPLISHMENT  
PAY INCREASES



ERNEST J. GODWIN - AREA OFFICE, ADMINISTRATIVE SERVICES DIVISION, DALLAS, TEXAS - For unusual initiative and originality in illustrating a variety of local mimeographed materials and photo copy work, which resulted in more attractive issuances and more readable finished products, and which created favorable impression and better public relations among all interested recipients.

LETTER OF COMMENDATION

HELEN F. ALCOM - S & S DIVISION, PMA COMMODITY OFFICE, KANSAS CITY, MISSOURI - Letter of Commendation sent by the Acting Administrator in recognition of her unusual accomplishment in the development and maintenance of a comprehensive car register for the Kansas City Commodity office Potato Shipping and Storage Operations, for which achievement a superior accomplishment pay increase is usually given, but due to her recent grade promotion, the pay increase could not be awarded for the high quality of her work and efficient service.